

# COUNTY OF ULSTER

## Workforce Development Board

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Sharon Williams, Director

### Ulster County Workforce Development Board Meeting March 18, 2026 Minutes

MEMBERS PRESENT – Sean Brix, Frank Falatyn, Michael Berg, John Eickman, Peter Harris, Holly Tubby, Jon Lindren, Domenica Murray, Mike Iapoce, Tina Buono, Jess Davis, Leah Gherardi, Chris Marx, Nejla Liias, Jeanne Lipscomb

MEMBERS ABSENT – Keith Blair, James Ferraro, Jennifer Mullan, Dan Whalen

ALSO PRESENT - Sharon Williams, OET Director/WDB Director, Faith Golden, OET Deputy Director, Amanda Lavallo, Deputy County Executive, Suzette Haas, Assistant County Attorney, Renee Pugliese, OET

The meeting was called to order at 8:03 a.m. by Sean Brix, WDB Chair. There was a quorum.

#### 1. **OPENING – SEAN BRIX, BOARD CHAIR:**

Sean welcomed everyone to the meeting and thanked all for their work in the sub-committees. Introductions were made around the room.

#### 2. **APPROVAL OF MINUTES – SEAN, CHAIR**

Sean asked for a motion to approve Minutes from January 2026. Motion made by Domenica Murray, seconded by Michael Berg. All in favor, none opposed. Minutes approved.

#### 3. **STAFFING UPDATES – SHARON WILLIAMS, DIRECTOR**

We are still in the process of looking to fill the vacant position for Disability Resource Coordinator here at OET. We had to revise the job description once again to be more specific on job qualifications.

Also, we will have two more vacancies due to Janet Rigaux retiring as of February 27<sup>th</sup>, 2026, and Bill McDonough will be retiring on April 29<sup>th</sup>, 2026.

There is an active civil service list for the title Employment and Training Assistant, which is the title we will be filling. Eligible individuals from this list will be interviewed.

#### 4. **ECONOMIC DEVELOPMENT SUMMIT– SHARON**

FYI, the County Executive has announced an upcoming economic/workforce development summit to be held in the Spring or early Summer. All members of the Board will be invited.

#### 5. **UPDATE OF WIOA ADULT ELIGIBILITY POLICY – SHARON**

There was a proposal for an update to the policy to raise the amount an eligible individual can earn to \$25 or less per hour. Motion made by Jess Davis to approve the policy change, seconded by Nejla Liias. All in favor, none opposed. Policy change approved.

**6. FINANCIAL REPORT – FAITH GOLDEN, DEPUTY DIRECTOR**

Faith went over the report from the end of February 2026, which was about 2/3 of the way through the program year. We've got some grounds to make up some spending for the rest of the program year. Hopefully we'll get more training customers in to utilize that money. We are furthest behind on Dislocated Worker spending, due to not enough people who qualify as DW. Dislocated Worker definition is basically anyone who is on unemployment.

Since we have quorum today, Faith requested permission to transfer up to \$100,000 from DW to Adult funding before the end of the program year.

Motion made by Peter Harris, seconded by Jess Davis. All in favor, none opposed. Request approved.

**7. DEMAND OCCUPATION LIST – SHARON**

Sub-Committees previously took a look at the titles and categories. Some new titles have been added. The Executive Committee has reviewed this list and it can continue to be modified along the way. Not every title will have a correlating training. Sharon shared the spreadsheets today, and the following categories were reviewed and discussed amongst the Board members:

Hospitality/Tourism  
Film Industry  
Human Services/Care  
Transportation  
IT-Cyber Security  
Trade  
Administrative  
Professional Services  
Healthcare  
Agriculture-Cannabis  
Manufacturing  
Clean Technologies

Discussion followed on which titles to keep or delete and ONET codes. Motion made by Domenica Murray to approve the updated list, seconded by Chris Marx. All in favor, none opposed. Motion approved. Sharon will send out the updated list to everyone.

**8. MOTION TO ADJOURN – SEAN**

Sean asked for a motion to adjourn. Motion made by Domenica Murray, seconded by Leah Gherardi. All in favor, none opposed. Meeting adjourned at 8:55 a.m.

**ULSTER COUNTY WORKFORCE DEVELOPMENT BOARD  
NEXT MEETING:  
Wednesday, May 20, 2026  
8:00 AM**